

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



SECRETARIAL ASSISTANT/ MANAGEMENT ASSISTANT

SALARY RANGE: \$38,394.65 - \$61,826.57 (Ranges 15-18) **HOURS OF WORK:** 35 hour work week

POSTING PERIOD FROM: June 3, 2011

TO: June 17, 2011

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Office of Management & Budget
Financial Management
Centralized Payroll
33 West State Street
Trenton, NJ 08625

JOB DESCRIPTION: Under the direction of a supervisory official in the Office of Management and Budget, Financial Management, Centralized Payroll, responsible for handling all administrative/secretarial matters, including personnel requests, attendance and timekeeping, and supply requests. Ensures that all unit administrative work is completed correctly and in accordance with established cutoffs and deadlines. Prepares all unit correspondence and secures necessary approvals including Treasury Circulars, Payroll manual revisions, Payroll calendars and correspondence to other State agencies, tax entities, and State employees. Assists analysts with compiling reports on State payroll data using Microsoft Word, Excel, and PowerPoint. Organizes bi-annual payroll forums and various other meetings, providing all support functions including registration, scheduling, and materials. As necessary provides back-up administrative support for other Financial Management units, as well as Budget Operations.

REQUIREMENTS: Open to full-time classified employees who have completed a working test period in a competitive title and who meet the requirements listed below:

Management Assistant

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of experience in coordinating, reviewing and/or evaluating of organization or administrative needs and recommending improved methods in a business or government agency.

NOTE: Applicants who do not possess the degree may substitute experience on a year-for-year basis.

Secretarial Assistant

EXPERIENCE: Three (3) to four (4) years of experience in secretarial and administrative clerical work.

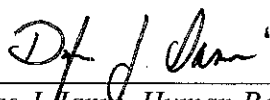
If you qualify and are interested, send your resume and cover letter (email preferred) within the posting period to:

Linda Price, Supervisor Employment Unit
Department of the Treasury
Division of Administration /Human Resources
P.O. Box 210
Trenton, NJ 08625-0210

Email address: HumanResources@treas.state.nj.us
(In subject line, please enter: SEC ASST/MGMT ASST - OMB)

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT Appointment(s) resulting from this posting will be in accordance with the Civil Service Commission rules and regulations

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer